

COT/IPCOT INFORMATION SHEET

Please have all required documents completed, signed, and approved before submitting your request. All requests are processed within 3-5 business days. For travel voucher inquiries you can contact DFAS at: 1-888-332-7411, option 3.

OFFICERS- COT/IPCOT INFORMATION SHEET

1. DA FORM 4187-**Requesting COT Entitlements (Consecutive Overseas Tour)**
*****DA FORM 4187 Request must be signed by an 05 or above*****
 - a) DEROS
 - b) Command Sponsored Dependents information (if applicable)
 - c) Soldier's Current Address
 - d) Soldier's Travel Destination Address
 - e) Soldier's Home of Record Address
 2. DA FORM 31 (to verify leave address/account for your leave days)
 3. DA FORM 31 (from LOSING unit PCSing to Hawaii.***If you PCS'd from another OCONUS location***)
 4. Copy of Your PCS orders (bringing you to Hawaii or your No Cost Move orders moving you from one unit to another unit on island.** If applicable** Verify Command Sponsored dependents information)
 5. DD Form 1351-2 Travel Voucher- (to verify where the Soldier has travel and if leave was taken)
 6. ORB
 7. Oath of office or appointment orders (to verify where the Soldier's HOR is located)
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1. DA FORM 4187-**Requesting IPCOT Entitlements (In-Place Consecutive Overseas Tour)**
*****DA FORM 4187 Request must be signed by an 05 or above*****
 - a) DEROS
 - b) Command Sponsored Dependents information (if applicable)
 - c) Soldier's Current Address
 - d) Soldier's Travel Destination Address
 - e) Soldier's Home of Record Address
 2. DA FORM 31 (to verify leave address/account for your leave days)
 3. ORB
 4. Copy of Your PCS orders (bringing you to Hawaii. *If applicable* To verify your Command Sponsored Dependents information)
 5. **Memorandum** (listing your new DEROS from your approving IMCOM authority)
 6. Oath of office or appointment orders (to verify where the Soldier's HOR is located)